



Staff Report

RESOLUTION AUTHORIZING RECLASSIFICATION OF POLICE TRAINING COORDINATOR TO MANAGEMENT ANALYST I/II AND PROPOSED NEW SALARY RANGES

Honorable Mayor and Council Members:

Summary

Staff recommends that the City Council adopt the attached resolution authorizing reclassification of the Police Training Coordinator to Management Analyst I/II and proposed new salary ranges.

Background

In July 2007, Police Chief Don Mattei received a request for a reclassification and compensation study from the Police Training Coordinator. The Police Chief supported this request and asked the Human Resources Department to perform a classification study on the Police Training Coordinator position.

The City contacted Regional Government Services and retained Maribeth Linhart, a Human Resources Consultant and former Human Resources Director, to perform the classification study. The process involved several steps which included requiring the incumbent to complete a detailed Position Description Questionnaire, conducting job analysis interviews with the incumbent, supervisor and Interim Human Resources Director and a review of job descriptions, class specifications and salaries of comparable positions in neighboring cities.

The study was started in late November 2007 and completed in December 2007. The findings concluded that the duties and responsibilities described in the Police Training Coordinator job description are not commensurate with the scope, volume and level of the work currently being performed by the incumbent. The consultant recommended that the position be reclassified to Management Analyst II a classification recently developed by the City.

Discussion

The Police Training Coordinator has responsibility for the Police Department's entire training program and serves a key role as the court liaison for the agency. Work is performed with minimal to no supervision and requires independent thinking and decision making. Assignments are diverse, confidential in nature and require significant program management, analytical and problem solving skills.

In summary, the consultant's study found that the duties and responsibilities of the Police Training Coordinator have expanded beyond those in the current job description. The consultant recommended that the Police Training Coordinator be reclassified to a more comparable position of Management Analyst II. In addition, the consultant felt that the City would be better served by reclassifying the Police Training Coordinator to Management Analyst II rather than create a new classification so that compensation analyses can be simplified and accessible.

Listed below is the proposed monthly salary range for the Management Analyst I/II classification.

Management Analyst I

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
5,528	5,804	6,094	6,399	6,719	7,055

Management Analyst II

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
6,081	6,385	6,704	7,039	7,391	7,761

Should this reclassification be approved, the current Police Training Coordinator would be immediately considered for advancement to the Management Analyst II classification.

Staff has met and conferred with the Mid-Management and Confidential Employees' Association (MMCEA) on the proposed reclassification and salary range. MMCEA supports the proposed job title and salary range. Additionally, in a side letter to the current MMCEA Memorandum of Understanding the City agreed to make the reclassification retroactive to July 1, 2007 (Attachment C). MMCEA requested the July 1, 2007 retroactive date to coincide with their current contract's effective date, July 1, 2007.

General Plan/Vision Statement

The recommendation in this report supports the General Plan/Vision Statement.

Fiscal Impact

The estimated cost for the reclassification this fiscal year is approximately \$12,500.

Public Contact

Posting of the City Council agenda. A copy of the report was also provided to representatives of the Mid-Management Confidential Employee Association (MMCEA).

Recommendation

It is recommended that the Council adopt the attached resolution authorizing the reclassification

of Police Training Coordinator to Management Analyst I/II in the Police Department.

Alternatives

1. Do not approve the reclassification and salary ranges.
2. Approve the reclassification and salary ranges.
3. Provide staff with alternative direction.
4. Take no action at this time.

Attachments

- A. Resolution Authorizing Reclassification of Police Training Coordinator to Management Analyst I/II and Proposed New Salary Ranges.
- B. Police Training Coordinator Classification Study prepared by Maribeh Linhart, dated December 17, 2007.
- C. MMCEA Side Letter of Agreement regarding Police Training Coordinator.
- D. Management Analyst I/II Job Description with Police Training Assignment Addendum.

Respectfully submitted,

Laura Kirby
Interim Human Resource Director

Jack R. Crist
City Manager

Staff Contact:

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RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING RECLASSIFICATION OF POLICE TRAINING COORDINATOR TO
MANAGEMENT ANALYST I/II AND PROPOSED NEW SALARY RANGES**

WHEREAS, in December 2007, a classification study was performed on the Police Training Coordinator position to determine if the current duties and responsibilities were commensurate with the job title and position; and

WHEREAS, the findings of the study concluded that the duties and responsibilities of the Police Training Coordinator have expanded and are no longer commensurate with the current job title and position and are now equivalent to those of the Management Analyst I/II classification; and

WHEREAS, the consultant recommended that the Police Training Coordinator position be reclassified to Management Analyst I/II and staff wishes to proceed with the reclassification; and

WHEREAS, staff recommends the Management Analyst I/II salary range, effective July 1, 2007, as follows:

Management Analyst I

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
5,528	5,804	6,094	6,399	6,719	7,055

Management Analyst II

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
6,081	6,385	6,704	7,039	7,391	7,761

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont does hereby authorize the reclassification of the Police Training Coordinator to Management Analyst I/II and proposed salary ranges effective immediately after adoption of this resolution.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on February 26, 2008 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont